

Islands High School opened its doors for the first time on August 30, 2010 as a traditional, community high school with comprehensive offerings including Honors and Advanced Placement (AP) courses for students in grades 9 -12. Students also have opportunities to take career pathway courses in Business Administrative and Information Support as well as Veterinary Sciences. A Biological/Environmental Sciences Program is available to select students from all over the district. Other Career Tech Pathway courses are available with the daily shuttle to Woodville-Tompkins Technical and Career Institute.

IHS prepares students to interact successfully in an ever-changing academic, social and global society. In an effort to provide students with an environment conducive to the educational challenges offered at Islands High School, contained within this handbook you will find:

- General School Information - daily schedule, grading and opportunities for involvement
- Board of Education Policies and Procedures
- IHS Policies and Procedures
- Graduation and Promotion Policies

This handbook should be read in conjunction with the Savannah-Chatham County Schools Student/Parent Handbook for Success, which all students receive at the beginning of each school year.

Any changes in SCCPSS policy during the school year supersede any information in this handbook. Updates will be communicated to students and parents via the school website, announcements at school and/or phone and email notifications.

## **ACADEMICS**

### **PROGRAMS OF STUDY**

In order to prepare for future education and careers, students organize their course work within one of four programs of study – College Prep or Career Pathway. Both programs of study provide students with strong academic preparation to enter a four-year college, junior college, or career and technical college of their choosing following graduation. Several of the career pathway opportunities for students in SCCPSS provide certificates allowing students to go directly into the workforce.

<b>Required Areas of Study</b>	<b>Units Required</b>
English/Language Arts	4
Mathematics	4
Science	4
Social Studies	4
Health and Physical Education	1
World Language	2 College Prep Pathway (4 preferred) <b>OR</b> 1 CTAE Pathway (2 preferred)
CTAE	4 CTAE Pathway only
Electives	5 College Prep Pathway Students <b>OR</b> 3 CTAE Pathway Students
Total Minimum Units	24

### **Community Service:**

All students are required to complete a minimum of twenty (20) hours of community service prior to the end of their junior year.

### **Repeating a course**

A Student who repeats a course previously failed will have the grade for the second course (repeated course) averaged in with all of his or her other grades, including the grade earned the first time. Credit recovery opportunities are available in accordance with IHA(E)-1. Student athletes may not use credit recovery courses with GVS as a means for determining eligibility according to GHSA. Twilight School is another option for the purpose of credit recovery or acceleration.

## **Schedule Changes**

Schedule changes are made within the first 5 days of a semester for the following reasons only:

- The student has taken and passed the class in which he or she has been scheduled
- The student does not have the required prerequisite class(es) for the class in which he or she has been scheduled
- The student has failed a course taught by the teacher to which he or she has been assigned if another option exists. In this case, a schedule change request will be honored if another teacher/class can be scheduled which meets the requirements of the student's course of study.
- The student is removed from a class/program for failing to meet the class/program requirements/guidelines.
- Schedule changes will not be made for frivolous reasons such as the desire to be placed in a certain teacher's classroom.

## **Grading**

Teachers will calculate the following components to determine a numerical grade:

- Class assignments, homework assignments, group participation including make-up and extra credit work will constitute 40% of the grade.
- Student assessment activities including oral tests, teacher made tests, nine-weeks tests, semester test, term papers and research will constitute 60% of the grade.
- First marking period grade and second marking period grade are averaged together for the first semester grade. Third marking period grade and fourth marking period grade are averaged together for second semester grade. A semester grade determines pass/failure of a semester course for 0.5 unit of credit. First and second semester grades are averaged for year-long courses for 1.0 unit of credit.

The following grading scale will be used to report student achievement in school subjects:

- Passing (70% - 100%)
- Failing (below 70%)
- The report card will reflect a maximum grade of 100. For the purposes of scholarship determination or various NCAA grants, the following conversion should be used: "A" equals 90%-100%, "B" equals 80%-89%, and "C" equals 70%-79%.

## **Honor Code/Academic Honesty**

The purpose of the Honor Code is to create an environment of academic integrity. The Honor Code recognizes the importance of honesty, trust, fairness, respect and responsibility within the school building. The Honor Code places responsibility for academic honesty on the student.

Each student will sign the Honor Code Pledge at the beginning of each school year and will return the signed document to his/her advisor. Violations of the Honor Code are acts of academic dishonesty and include but are not limited to: plagiarism, cheating, fabrication, aiding academic dishonesty, lying, bribery and/or threats related to academic matters, or attempts to do any of the aforementioned violations.

Violations will be handled as disciplinary matters and will be handled by the principal and/or his designee. Consequences will include any of the following, depending on the circumstances of the incident: no credit/zero on assignments, ISS, suspension, expulsion or removal from specialty program.

## **Definitions**

- **Plagiarism:** portrayal of someone else's work or ideas as your own;
- **Cheating:** using unauthorized notes or study aids, allowing another person to do your work, submitting the same or similar papers in a course without permission of the teacher;
- **Fabrication:** falsification or creation of data, research or resources, altering a graded work without permission of the teacher;
- **Aiding Academic Dishonesty:** intentionally facilitating any act of academic dishonesty or failing to report an observed violation of the Honor Code;
- **Lying:** deliberately deceiving a teacher, in written or verbal form, regarding an academic submission;
- **Bribery:** providing, offering or taking rewards in exchange for a grade, an assignment or the aid of academic dishonesty;
- **Threat:** an attempt to intimidate a student or teacher for the purpose of receiving an unearned grade or in an effort to prevent the reporting of an Honor Code violation.

## **Missed Tests and Final Examinations**

The teacher will automatically give a zero on any homework, test or final course examination which a student misses for any reason and will average that score into the student's grade for the nine weeks and/or semester.

The teacher will permit the student to complete the homework, test or examination within five school days after the student returns to school, provided the absence is approved for make-up work. If it is the fourth marking period, the teacher will permit the student to complete the homework, test or examination by the end of the teacher's post-planning days, provided the absence is approved for make-up work.

After a student completes a make-up homework assignment, test or final examination, the teacher will initiate a grade change authorization. Upon administrative approval of the grade change, the School Information Specialist will update the student's report card and transcript.

## **Mandated Standardized Testing**

Beginning with the 2014-2015 academic year, the Georgia Department of Education will implement a new testing system. The Georgia Milestones Assessment System (GMAS) will replace the EOCT. GMAS will be aligned to the Common Core Performance Standards and will require more from students than the previous assessments. The new testing system will include open-ended questions to better gauge students' content mastery. More information about the GMAS will be provided to students during advisement sessions and to parents via the school website and email notifications.

## **College Entrance Exams**

The PSAT/NMSQT is offered each October for college-bound students in grades 9-11. SAT-I: Reasoning, SAT-Subject tests and American College Tests (ACT) applications are available in the Counseling Office. All students planning to attend college should take these tests. SAT study programs are available on computers in the labs.

## **SAT I, SAT II, ACT**

College bound juniors are urged to take the SAT or ACT in their junior year. A junior may take the test more than once, but one administration prior to the senior year is recommended. College bound seniors must take the SAT or ACT. Check with the counselor for the requirements of various colleges and universities.

The SAT II is another name for the Achievement Tests. Some colleges require that you take two or three achievement tests. You must check the college admission requirements for the colleges you are interested in attending. Many colleges accept either the ACT or SAT as part of the admission process. Check with the Counseling Office for applications to sign-up for the tests.

## **Advanced Placement (AP)**

The AP program is a program of college-level courses and examinations that offer high school students the opportunity to receive advanced placement or college credits.

Requirements for entry into the AP Program include the following:

- Score of 500 verbal and 500 mathematics on the SAT or 50 on the PSAT
- A grade point average of at least 85%
- Teacher recommendations
- Commitment to summer reading in specified subject areas

Please see your counselor for appropriate AP course placement procedures and deadlines.

## **Joint Enrollment**

Joint enrollment is an arrangement between the public schools and a regionally accredited post-secondary public or private institution wherein a student enrolls in post-secondary classes and earns units of credit that count toward high school graduation requirements and post-secondary credit hours. Contact the Counselor for eligibility requirements.

## **Class Rank**

Students will be assigned a class rank based on the numerical average of all class grades. Students who transfer from another high school will have class rank computed on the basis of all course grades from all high schools attended. Letter grades earned in other high schools will be converted to numerical grades.

## **Honor Graduates**

A student with a cumulative average of 90% or above will be classified as an honor graduate. A student's average will not be rounded off to the next highest number to meet the honor graduate requirement. Only students who have attended Savannah-Chatham County high schools for at least one semester will be considered for designation as honor graduates.

Only graduating seniors who have earned at least four units in advanced courses and who have attended Savannah-Chatham high schools for at least four semesters will be considered for designation as valedictorian or salutatorian of their class.

## **Gifted Education Program**

The aim of the program for the gifted in Savannah-Chatham County is to provide an extension of learning opportunities through the development of student potential and self-esteem by offering enrichment and acceleration in the content areas, as well as unique areas of interest. Gifted education services are designed to provide challenging opportunities within a student's area of giftedness.

The rationale of the program for the gifted is to ensure that each student receives educational experiences appropriate to his/her individual abilities, interests and learning styles. Unique needs of gifted students are respected and enhanced through a differentiated curriculum of more advanced, more sophisticated content, process and product that seeks to challenge students to become lifelong learners and producers within society.

Referrals of potential gifted students enrolled in Savannah-Chatham Public Schools are made by classroom teachers, counselors, administrators, parents, staff or any responsible person who has knowledge of a student's intellectual functioning. Two types of referrals may be made:

Automatic – The automatic referral process provides all students in grades K-12 who score at or above the 90th national age percentile on the composite or total mathematics or total reading of a standardized achievement test is immediately referred for further testing.

Reported – A referral made by a classroom teacher, counselor, administrator, parent, self or any reliable person who is knowledgeable of a student's ability may be referred through the reported process.

The “pull-out” class is not used at the high school level. However, the program offers many advantages. Under the Gifted umbrella, you will find such programs as Advanced Placement classes, Governor’s Honors, academic competitions and various student recognitions. The Gifted Education program fosters academic excellence and creativity through a wide variety of enrichment experiences.

### **ACCEPTABLE USE POLICY**

Islands High School offers Internet access through the media center and classrooms throughout the building. Access to information through the Internet is intended for appropriate education and research activities in support of class assignments and projects. However, the Internet can be misused and can provide access to inappropriate and non- Savannah-Chatham Board of Public Education approved material. In an effort to encourage appropriate Internet use and discourage inappropriate Internet use, students must have parental permission to receive access to the Internet on BOE facilities. (Savannah-Chatham Co. BOE Policy IFBG Computers: Instructional Program/Internet Use). Parents must sign a user authorization form before students can have Internet access. Students may bring personal laptops or iPads, but the school cannot be held accountable in the event items go missing.

### **Bring Your Own Technology**

All high schools will follow a consistent plan which governs implementation of the procedures for BYOT:

- Principals will review the implementation plan with all staff during preplanning and at the change of the semester.
- If a teacher allows the use of a cell phone, it must be for instructional purposes and they must reflect use of the cell phone for educational use in their weekly lesson plan, to include but not limited to the following:
  - Exactly when the technological device will be used
  - What the teacher will do, what the students will do
  - How the technology will support and extend student mastery of the standards/learning
  - Cell phones/I-pods may be used before and after school (3:55pm). They must be turned off/silenced upon entering the building (8:30am).

The principal at each site may designate common areas/grounds and a time for cell phone calling/I-pod use during the students’ scheduled lunch period. The site’s designated areas must be clearly identified and communicated to students and parents. Any use outside of the classrooms (without teacher approval for instructional purposes) or the designated areas will constitute a violation and the student will be subject to consequences as outlined in policy JCDAF, and School Board Regulation JCDAF – R(1) – see below.

Cell phones should always remain on silent/off during class/class changes and should not be visible. Under no circumstances should the noise from these devices disturb the learning of others.

Principals and assistant principals will review the expectations with all students through assemblies. Advisors will conduct a follow up review at the end of each marking period.

Students will submit a signed document outlining their and their parents/guardians understanding of the procedures and guidelines.

## **Consequences for violation of policy JCDAF: Administrative Regulation**

**First Offense** – Personal electronic device will be taken up and returned to the student at the end of class or the day. A student conference may be held on proper use of electronic devices within the school environment.

**Second Offense** – Personal electronic device will be taken up and parent/guardian called to retrieve the device. Parent conference may be held on proper use of electronic devices within the school environment.

**Third Offense** – Loss of privilege within the classroom and/or school for 30 days. A behavior contract is signed by parent and student on the proper use of electronic devices may be required before the privilege is reinstated

## **ATTENDANCE**

A written excuse is required from every student in order to excuse an absence. Students must submit their excuse to the Attendance Secretary upon their return. It will be determined by the Attendance Secretary whether or not the absence was excused or unexcused. Excused absences include participation in school sponsored activities, personal illness, medical requirements, death of a family member, hazardous conditions, observance of religious holiday, and orders of governmental agencies. Proper documentation is required.

Absences are recorded as unexcused until an authorized note indicates otherwise. No makeup work will be given, including tests, for unexcused absences. A zero will be recorded for all assignments missed due to unexcused absences. \*Note – Per Board Policy only 5 days of absences per school year will be excused with a handwritten parent note.

Students arriving on campus prior to 8:15 a.m. are to report to the courtyard, the Cave or cafeteria. Students are not permitted in the school building prior to 8:00 a.m. Students not involved in a supervised activity are to exit the building immediately after 3:55 p.m. and leave the campus.

Students are not allowed to leave campus during the school day without authorization. Only students who have signed-out through the Attendance Secretary/Main Office are authorized to leave campus. Students returning to the school must sign-in through the Attendance Secretary. All visitors must report directly to the Main Office. (See: Trespassing)

Please see the Student/Parent Handbook for Success for the complete policy on attendance and truancy.

## **Early dismissal**

Early dismissal is strongly discouraged except when absolutely necessary. A student who wishes to be released from school early is to bring a note from a parent/guardian which includes a daytime telephone number of the parent/guardian. The note is to be taken to the Attendance Secretary prior to 9 a.m. A faxed handwritten note will be accepted if received prior to 9:00am. The authenticity of the note will be verified before the student is released early. Students must sign out in the Main Office. After receiving a dismissal pass students are to leave campus immediately.

### **Missed work due to absence**

Students are responsible for any work missed due to absences from school. Teachers will permit students to make-up work missed due to excused absences for any of the following reasons: participation in school sponsored activities, personal illness, medical requirements, death of a family member, hazardous conditions, observance of religious holiday, and orders of governmental agencies.

An unexcused absence merits a "0" for any work missed in class on the day of any absence. Missed assignments due to an excused absence should be completed within five days after returning to school. Requests for homework due to illness are to be made as early as possible through the Guidance Clerk. Homework will not be collected through the Guidance Office for absences of less than 3 consecutive days. Teachers must have a minimum of 24 hours notice to prepare work for pick up. Sufficient notice will assist teachers in gathering all needed materials.

### **Punctuality**

Students are to be on time for school and all classes. The school day begins at 8:30am and all students are expected to be in their assigned class at that time. Punctuality is essential for uninterrupted instruction. Students who are consistently tardy will experience escalated consequences according to the code of conduct. Students with parking passes may have their parking privileges revoked for excessive tardies to school.

### **Tardy Policy**

Late to school or any class – Start again each semester

- 1st tardy – Verbal warning
  - 2nd tardy – Verbal warning
  - 3rd tardy – Written warning/parent notified
  - 4th tardy – Written warning/parent notified
  - 5th tardy – Administrative detention (one hour)
- Failure to attend administrative detention will result in 1 day ISS

Chronic tardiness to school will be referred to the school social worker. Students with parking permits will lose parking privileges for the remainder of the semester after 10 tardies to school.

Students that are late to any class must report to the Attendance Secretary to receive a pass.

### **Skipping Class**

Skipping class is a serious infraction of IHS policies. Parents will be notified when a student skips class via the phone out system or administration. Appropriate disciplinary action will be administered to any student who skips class. A student is considered to be skipping if he/she is more than 10 minutes late for class without a proper pass.

## **CERTIFICATE OF ATTENDANCE FORMS FOR DRIVERS' LICENSE**

This certificate is needed for **both** your learner's license and driver's license. **Students** are to fill out the DDS form (Certificate of Attendance) prior to the end of the day on Wednesday in Ms. Smoak's office (Shark Services). This can only be done before school or during lunch. You may return to pick up the completed form at the cost of \$5 on Friday.

**Pick-up is during Lunch ONLY!**

**Students cannot have 10 or more days of unexcused absences in order to receive this certificate or to maintain a license. Certificates of Attendance will not be available in same day service!!**

## **ACCOUNTABILITY FOR BOE PROPERTY**

When textbooks, library media materials and equipment are issued to students, the return of these materials to the school for further use shall be the sole responsibility of the student and their parent/guardians. When materials or equipment are not returned to the school in usable condition, it is the responsibility of the student and their parents/guardians to reimburse the Savannah-Chatham County Board of Education for the cost of replacement or repairs.

Students who owe for lost or damaged textbooks, library media materials and/or equipment shall have their report cards withheld by the school administration. Another textbook of the same subject area will not be issued until the school system has been compensated; although textbooks in the same subject area may be made available for use in the classroom.

Additional library media materials and equipment shall not be checked out to the student until the school system has been compensated. Students may continue to use the learning resources within the confines of the library media center.

Students who are promoted to another school and have not compensated the school system for materials will have a record of their obligations forwarded to the receiving school. Students who transfer within or out of the Savannah-Chatham County School System and have failed to compensate the Board of Education for lost or damaged textbooks, library media materials, and/or equipment shall have their report cards and transcripts delayed until their financial obligations are settled.

At the time of withdrawal from a Savannah-Chatham County school, the principal/designee shall check to see if the transfer and withdrawal form indicates that all records have been cleared. If compensation is due, the transfer and withdrawal form, report card and transcript shall be retained by the school until payment is made.

Students shall not be eligible to participate in graduation exercises and activities of the Savannah-Chatham County School System if debts related to lost or damaged textbooks, library materials or equipment, or dues remain unpaid.

## **ASBESTOS NOTIFICATION**

The 1986 Asbestos Hazard Emergency Response Act (AHERA) requires annual notification of any asbestos containing building materials (ACM) within the school system. Under certain conditions, asbestos fibers could cause a health problem. Therefore, in order to minimize any hazard, an Asbestos Management Plan has been developed for each school. Each facility has an Asbestos Management Plan available, which identifies the location of ACM in the facility, available for public viewing during regular hours of operation. If you have any questions, please call Mr. Michael Coon in the Maintenance and Operations Department at 395-5563.

## **ATHLETICS**

Islands High School participates in numerous athletic sports and competitions. Any student interested in participating should see the Athletic Director. Any student participating in athletics must be academically eligible and meet all Georgia High School State Association rules.

Eligibility for Athletics: Hybrid Program

### **Georgia High School Association requires:**

1. You will not have turned 19 before May 1.
2. You have not enrolled to more than eight (8) semesters in high school.
3. You take eight courses at some time during the term, and each course is worth one-half unit.
4. You must pass at least (5) five courses the semester prior to participating.
5. Unit requirements are the same in all curricular programs and are accumulated towards graduations:

Students must accumulate Carnegie units towards graduation according to the following criteria according to the Georgia High School State Association:

- a. First-year students (entering 9th grade) are eligible academically.  
Second semester first-year students must have passed courses carrying at least 2.5 Carnegie units the previous semester in order to participate.
  - b. Second-year students must have accumulated five (5) total Carnegie units in the first year, AND passed courses carrying at least 2.5 Carnegie units in the previous semester.
  - c. Third-year students must have accumulated eleven (11) Carnegie units in the first and second years, AND passed courses carrying at least 2.5 Carnegie units in the previous semester.
  - d. Fourth-year students must have accumulated seventeen (17) Carnegie units in the first three years AND passed courses carrying at least 2.5 Carnegie units in the previous semester.
  - e. Students may accumulate the required Carnegie units for participation during the school year and eligibility will be reinstated at the beginning of the next semester.
6. You have not changed schools without a corresponding move by your guardian.
  7. You have not been recruited and/or undue influence used to induce a transfer.
  8. You have not received money or other valuable considerations for participating in sports.
  9. You represent your school as an amateur athlete solely for the physical, mental, social, and pleasure of participating.

### **Equity in Sports**

State law prohibits discrimination based on gender in athletics programs of local school systems (Equity in Sports Act, O.C.G.A. 20-2-315). Students are hereby notified that the Savannah-Chatham County Public School System does not discriminate on the basis of gender in its athletics programs. Inquiries or complaints concerning sports equity in this school system may be submitted to the sports equity coordinator, The Director of Athletics at 208 Bull St., Savannah, Ga. 31401, phone 395-5531.

Policy IDFA, Equity in Sports can be found on the web page  
([www.savannah.chatham.k12.ga.us](http://www.savannah.chatham.k12.ga.us)<<http://www.savannah.chatham.k12.ga.us>>)

Policy IDFA, Equity in Sports can be found on the web page  
([www.sccpss.com](http://www.sccpss.com)<<http://www.sccpss.com>>) under athletics for Savannah-Chatham County Public Schools

### **The following sports are offered at Islands High School:**

Baseball	Golf	Tennis	Cheerleading-Football
Basketball	Soccer	Track and Field	Cheerleading - Basketball
Cross Country	Softball	Volleyball	
Football	Swimming	Wrestling	

### **CLUBS AND STUDENT ORGANIZATIONS**

Islands High School provides a wide variety of clubs and organizations to address the needs and interests of students. A complete listing of clubs and organizations will be provided to the students during the first weeks of school and will also be included on the Islands High School website. You must provide the school written notice if you do not approve for your child to join or participate. The "Opt-Out" form will be sent home once the final list of IHS clubs is generated.

### **DISCIPLINE / HANDBOOK FOR SUCCESS**

School attendance is a right guaranteed to students as citizens. The right will not be denied without due process. All students are expected to conduct themselves in a proper and lawful manner. The Savannah-Chatham County Public School System's Student/Parent Handbook for Success is distributed to all students at the beginning of the year in order for students and parents/guardians to familiarize themselves with these behavior expectations. All students are expected to abide by the Handbook for Success Board of Education discipline policies, and Islands High School policies. Students will be held personally accountable for their behavior at all times when they are on any property of the Board of Education, attending school-sponsored events or activities (field trips), or riding as a passenger on a vehicle operated by the Board of Education.

Refer to the Handbook for Success for a description of all discipline policies and procedures and dress code criteria. A thorough review of this document, by both parents and student, is strongly recommended.

### **Bookbags, backpacks, gym bags, etc.**

The Student/Parent Handbook for Success for the district requires all bookbags, backpacks, athletic bags and other similar items used by students while on any Board of Education property, attending school sponsored events or activities, riding on Board operated vehicles, or within a safety zone must be made of a material or design that allows the contents to be clearly visible; either see-through mesh or clear plastic.

The mesh fabric must have the opening wide enough that items inside the bag are clearly identifiable. Handbags, purses, pocketbooks and similar items must be no larger than 8.5 x 11 inches, three or four inches deep, and must not be large enough to contain a standard textbook. Purses do not have to be transparent or made of mesh if they are within these size limitations. Bookbags, backpacks, gym bags, etc. are not allowed on campus the last week of the school year.

### **DRESS CODE**

With the understanding that a student's behavior is influenced by the way the student is dressed and with the understanding that no student should dress in a manner that is disruptive or has an adverse effect on school activities, the following mandatory uniform standards for student attire have been developed. Students are expected to dress in the school uniform during the school day and during school related activities. The school principal/site administrator will make the final determination of whether a student's attire or appearance conflicts with these standards. The school will loan students uniforms when necessary, if available; however, the appropriate consequences will be administered for dress code violations. All students (except those deemed exempt) must adhere to the mandatory school uniform policy with the following dress code being applied at Islands High School:

- Solid black or khaki shorts, skirts, skorts, jumpers, Capri pants or pants/slacks (no knit pants, leggings, jogging or cargo pants; no zippers or pockets on pant legs.) Uniforms must be worn and belted at the natural waist and made of standard uniform material (cotton and/or twill). No denim jeans, skirts, etc. Shorts, skirts, skorts and jumpers must be no shorter than three inches above the knee. Pants/slacks, skirts, skorts and jumpers must have a finished hem.
- Solid white, solid black or solid teal tops. Tops may be polo-style shirts, collared blouses or turtlenecks. Shirts may have the school insignia, if one is available, but no other ornamentation is permitted. Logos may be no larger than 2 inches. All shirts must be tucked
- All shoes must be enclosed and fastened/tied properly.
- Only tights, hose or socks may be worn. Tights and socks must be solid black or white with no design. Hose without design may be worn.
- Solid black, solid teal or solid white sweaters, vests or sweat shirts may be worn over uniform shirts. No hooded sweatshirts.
- No hats, caps or sunglasses may be worn in the building.
- Coats and jackets must be worn open in the building.

- Extreme hair color/style that causes a disruption, or interferes with the learning environment will not be allowed.
- Belts must be worn if pants, skirts, skorts or shorts have belt loops. Belts must be solid brown or black and worn inside the belt loops. Belt buckles must not be oversized, computerized or have any writing that is considered offensive.
- No oversized jewelry and/or accessories with inappropriate emblems and/or writing may be worn.
- Only white tee-shirts may be worn under uniform shirts.

In addition:

- School ID badges must be worn and visibly displayed, above the waist, while on campus and while attending all school sponsored field trips.
- Body piercing that causes a disruption, or interferes with the learning environment will not be allowed.
- Pants must be of appropriate size, be worn at the natural waist, and not drag the floor. Belts, if worn, must be buckled.
- Handbags, purses, pocketbooks, and similar items must be no larger than 8.5 x 11 inches (size of a regular sheet of paper), 3 to 4 inches thick, and must not be large enough to contain a regular sized textbook.
- All book bags, tote bags, backpacks, athletic bags and all other similar items must have contents clearly visible (see-through plastic or mesh). Any bag needed for after school events, which is not mesh or clear plastic, must be checked in at the beginning of the day and left with the student's teacher or with the student's coach during the school day.

All skateboards, longboards, zip boards, etc. must be left in the front office at the beginning of the school day and picked up at 3:55pm.

**DRESS CODE Compliance/Disciplinary Measures**

Islands High School will strive for full compliance using positive reinforcement. Disciplinary action will only be used when all positive measures have been exhausted.

Progressive discipline will be used to enforce the policy. The school principal/site administrator has the authority to use her discretion in implementing this plan as deemed appropriate.

The discipline plan below has been established to address incidents of noncompliance to the Dress Code Policy. Noncompliance, as outlined in the plan below, interferes with the operation of school and such interference will not be tolerated. Any incident, occurrence or display that disrupts the delivery of instruction or other school activities is considered interference with school operation.

If a student comes to school out of uniform, the following measures will be taken, the appropriate consequences will be issued in accordance with the Handbook for Success.

- **1st offense** – uniform items provided (based on availability), parent contacted and uniform violation letter sent home.
- **2nd offense** – Consequences as determined by administrator including after school detention
- **3<sup>rd</sup> offense and beyond** – Consequences as determined by administrator including In-School Suspension (ISS) and/or administrative detention.

## **STUDENT ID BADGES**

The SCCPS Student Dress Code requires that students in grades 6-12 maintain and visibly display a current, valid school ID on a lanyard around their neck at all times while on campus, on school buses and at school sponsored events. The school will provide each student with an ID badge at the beginning of the year at no charge. Student may not draw on or otherwise damage or deface their school ID badge. The student's full picture and full name must be visible at all times. Students arriving at school without a current, valid ID badge should immediately report to the media center to purchase a temporary ID sticker for \$1. If a student loses his/her ID badge a replacement should be purchased. The replacement charge is \$5.00 for the ID badge.

## **FIELD TRIPS**

Students represent Islands High School when on any type of field trip and appropriate behavior is expected at all times. All policies of the Board of Education and IHS apply while on field trips. In addition, field trip sponsors and chaperones can establish additional policies and behavior guidelines specific to the field trip circumstances.

Violations of any Board of Education or Islands High School or sponsors/chaperones guidelines will result in appropriate disciplinary action during the trip and/or upon return to the school. Trip sponsors and chaperones have the authority to end a field trip at any time during the field trip and return to the school. If such a return is made after a regular instructional day, parents will be called as soon as possible upon arrival to the school to pick up the students.

## **GRIEVANCE PROCEDURE**

Students or parents who wish to express a grievance should first consult with their child's teacher. If the issue is not resolved with the teacher, the following persons should be the next points of contact: school counselor, assistant principal, and lastly, principal. At Islands High School we strive to address any concerns from parents as quickly and effectively as possible. We encourage parents and guardians to remain in close contact with the teachers and the school staff.

## **GUIDANCE OFFICE**

Islands High School has guidance counselors who strive to provide a comprehensive, developmentally appropriate guidance and counseling program to all students. School counselors are specially trained, certified professionals who must at least hold a Master's degree in School Counseling.

Our counselors help students reach their academic potential by providing the following services: small/large group counseling; individual counseling; parent/teacher consultation and collaboration; and making appropriate referrals. The primary goal of school's counselors is to help students deal with issues affecting their academic success. Because school counselors are responsible for providing services to all students, on-going individual counseling services are not available. A counselor may refer students who require in-depth counseling to outside agencies.

## **Transcripts and Permanent Records**

Students needing to send an official transcript for college admission, scholarship, or military consideration must complete a transcript request form in the Guidance Office. Official transcripts must remain in a sealed envelope if the transcript is hand carried to a specific destination, otherwise the transcript will be mailed with other required documents. Transcript requests cannot be fulfilled in less than 24 hours. Students and parents are requested to be mindful of this process and make all requests with sufficient notice. Each graduate transcript request costs \$2.00 after a student has redeemed the initial 5 for free.

## **HEALTH SERVICES/ILLNESS and MEDICATION**

### **Immunizations and EED Certificates**

All students enrolled at Islands High School must have a Georgia Certificate of Adequate Immunization and EED Certificate on file in the school Counseling Office. These forms may be secured from a student's personal doctor or the Chatham County Health Department.

### **Illness during school**

In the event a student becomes ill during the school day, students will obtain a pass from their subject teacher and will report directly to the School Nurse. The School Nurse, in cooperation with the parent/guardian, will determine if early release is necessary. Students with more serious medical emergencies will receive an emergency response as outlined within the school emergency response guidelines as set forth by the Board of Education.

### **Medication**

Any student bringing medication to school must report to the School Nurse. Medication prescribed by a licensed physician must be in the original container and list the name of the patient, prescribing physician and the name of the pharmacy filling the prescription. The School Nurse will dispense medication after securing parental permission. Other drugs are prohibited on school campus. Only the School Nurse can dispense medications to students.

## **SAFETY AND SECURITY**

### **Amnesty Box**

Students should not bring any dangerous, illegal, or unnecessary item to school. If a student discovers that they have such an item on his or her person, they should immediately, upon arriving to school, place it in the amnesty box by which is outside of the College and Career Center. Such items should not be shown to other students. Items placed in to the box will not be returned.

### **Property Searches**

Under the Safe School Climate/Zero Tolerance Policy in the Savannah-Chatham County Public Schools, site administrators may conduct searches of school property such as lockers, desks and other property assigned to students and of students and their personal possessions if site administrators have reasonable grounds to believe that students have in their possession any items or materials that are forbidden by School Board policy and/or procedure, school rules and regulations, or state or federal laws. Additionally, site administrators may conduct searches for any items or materials which may pose a danger to either students or other school personnel or which may be used to cause disruption of any educational process. Searches include periodic school-wide searches conducted in agreement with local law enforcement agencies. (See Handbook for Success)

### **Random Administrative Inspections**

As part of an initiative to enhance the overall safety of our schools, the Superintendent has implemented Random Administrative Inspections that will be conducted using each site's staff members. Inspections will be conducted by personnel trained in the safe use of a magnetometer. A minimum number of staff members will be trained to minimize the impact on the schools educational mission, keeping staff members in their usual assignments and duties as much as possible.

Students found to be in possession of contraband during these inspections will be appropriately disciplined.

Random Administrative Inspections conducted as an administrative function will not involve Campus Police unless there is a safety issue, flight, violent outburst or threat, or violations of criminal law. Campus Police may assist in securing the inspection area or escorting and/or monitoring students to be inspected but will not actively participate in the Random Administrative Inspections.

### **Selling Items on School Property**

Students are not to sell any items, consumable or non-consumable while on school property without approval from the principal and a faculty advisor. Only school-sponsored organizations may conduct fund raising activities on campus.

## **Smoking/Use of Tobacco Products**

Smoking is a serious health hazard and is not allowed on school board property. Students smoking on campus or in possession of tobacco products or cigarette lighters will receive administrative consequences outlined in the Handbook for Success.

## **Sexual Harassment**

Under School Board Policy JD (14) sexual harassment includes but is not limited to the following: "Unwelcome sexual advances; request for sexual favors, request for unsolicited physical contact; verbal conduct of a sexual nature that causes an intimidating, hostile or offensive environment; physical conduct of a sexual nature that creates an intimidating, hostile or offensive environment; writing sexually explicit notes or graffiti about another student; obtaining or attempting to obtain property or sexual favors through the use of force, menace or fear; acts initiated by a student against the chastity, common decency and morals of another accompanied by threats, fears or danger; intentionally or knowingly causing physical contact with another in an offensive or provocative manner; and, intentionally or knowingly threatening another with imminent physical or psychological injury." Students are to report immediately any violations of this policy to the school administration.

## **LOCKERS**

The use of lockers is at the student's own risk and the school will not be held responsible for the loss of any textbooks, valuables, materials or property. Lockers may be opened for inspection by school authorities at any time if there is reason to believe the locker contains any item that should not be at school. Lockers may be searched at any time without the student's knowledge and/or presence. Lockers may not be decorated, written on, or altered in any way. A fee will be assessed along with a vandalism referral should a student violate this rule. Only school-owned locks may be used. Lockers must be kept locked. A \$5 fee will be assessed for any missing locks.

## **SCHOOL NUTRITION PROGRAM**

The school cafeteria offers well balanced, nutritional meals at a reasonable cost. Students who choose to bring lunch from home may do so. During lunch periods, students must eat lunch in the cafeteria areas. All other areas of campus are restricted areas for students during their lunch period. Soft drink cans, squeeze bottles, cups and other open containers are allowed in the cafeteria area only. Open containers are not allowed in the halls or in classrooms at any time. Glass containers are prohibited. Students may bring water to school in approved plastic containers

Students arriving on campus late or returning from appointments are not to bring restaurant food and/or beverages into the cafeteria or on campus. Students are not allowed to have restaurant food delivered to them at any time during school. Students may not leave campus for lunch.

Visitors on campus are not admitted during the lunch block. Breakfast is served at no charge to students. Lunch meal price for high school is \$2.50 and Reduced Lunch price is \$.40. Students may pay in advance or using [www.mylunchmoney.com](http://www.mylunchmoney.com).

## **TRANSPORTATION**

### **Bus Students**

Bus students may only ride the bus they are assigned to and they are expected to behave appropriately at all times. Missing the bus is not considered an excuse for tardiness or absence. Bus students will board and exit their assigned bus at the bus ramp located in the rear of the school. School bus transportation is a privilege that may be withdrawn for inappropriate behavior.

### **Student Drop-Off and Pick-Up**

Students may be dropped off for school or picked up on dismissal at the front of the school only. The bus ramp is for unloading and for loading of school busses only. Please adhere to this procedure for safety reasons.

### **Student Parking/Driving Privileges**

Student parking is in the lot adjacent to the main school building. A specially designated lot is available for students on Work Release or Dual Enrolled. Parking in any lot requires a student parking permit. However, students park at their own risk. The school is not responsible for the monitoring of cars parked in the school parking lot, damage to cars, nor items stolen from cars.

To register a vehicle and receive a parking permit, a student must complete a Parking Permit Application form, present proof of insurance, and vehicle registration. Initial Parking Permits cost \$20 and will be available for purchase through the School Resource Officer.

Parking permits are to be displayed hanging from the rear view mirror with a parking permit number visible from outside the vehicle. The parking permit is to be used in the vehicle that is registered; however, the parking permit can be used in a different vehicle for a maximum of three days due to automotive repairs, etc. If a permanent change is made in the vehicle driven to school, that vehicle must be appropriately registered.

Students are assigned parking spaces. Parking availability is on a first come basis. Students are not to park off the campus. The school reserves the right to tow any vehicle that is improperly parked and to revoke student parking privileges for violation of parking guidelines. Students are not to loiter in the parking lot before or after school. Students are not allowed to go to their cars or be in the student parking lot during class time. Student vehicles may be searched by the administration, other BOE and/or public law enforcement agencies at any time.

Driving onto campus is a privilege which will be revoked if students do not follow school rules. Students will lose parking privileges for the semester on the 10<sup>th</sup> tardy to school.

## **VISITORS**

Visitors must sign in at the Main Office. Authorized visitors will be issued a visitor's pass. Students who are not enrolled at Islands High School are not to be on campus at any time for any reason. Islands High School students are not permitted to bring friends or guests to school with them. Potential students and their parents who would like to receive information about IHS and arrange a tour of the school are to contact the Counseling Office.

## **Trespassing**

All visitors to campus must report to the Main Office. Students on campus who were not in their first class, students who sign-out but do not sign-in upon return to campus and students who leave campus for early release programs and who return to campus without signing-in are trespassing. Appearance on campus while suspended is trespassing. Anyone on campus who is not an authorized visitor is trespassing. Any person on campus after the conclusion of the instructional day and school sponsored activities is trespassing. Appropriate disciplinary and/or legal action will be taken for trespassing. The school day ends at 3:55 p.m. and all students must leave the campus immediately unless they are part of a supervised, school sponsored activity.

## **WITHDRAWAL FROM SCHOOL**

Withdrawal from high school is a lengthy process which requires at least 24 hours notice to the Counselor in order to prepare the withdrawal form.

## **NCLB – Parents Right to Know**

In compliance with the requirements of the No Child Left Behind statute, parents may request information about the professional qualifications of their child's teacher(s). The following information may be requested:

1. Whether the teacher has met the Georgia Professional Standards Commission requirements for certification for the grade level and subject areas in which the teacher provides instruction;
2. Whether the teacher is teaching under an emergency or other provisional status through which Georgia qualifications or certification criteria have been waived;
3. The college major and any graduate certification or degree held by the teacher;
4. Whether the student is provided services by paraprofessionals, and if so, their qualifications. To request information concerning the qualifications of your child's teacher(s), please contact the principal.